

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager- Instructional Media Services	<b>REPORTS TO:</b>	Director-Education and School Services
<b>DEPARTMENT:</b>	Library Services	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>EFFECTIVE DATE:</b>	July 25, 2000		

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**BASIC FUNCTION:**

Plan, organize, control and manage the development and operation of school library media centers and the support services provided at the Instructional Media Center; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Plan, organize, control and manage the development and operation of school library media centers and the support services provided at the Instructional Media Center; coordinate the development of library media collections and audiovisual equipment for new schools and coordinate the consolidation of these collections during school closures or mergers. *E*

Consult with K-12 administrators and library staff regarding the development and implementation of library and media programs. *E*

Coordinate with site personnel the evaluation, selection, acquisition and management of library media materials; recommend the type and quantity of materials to be purchased in support of the curricula in various subject areas at reading levels appropriate for regular, special, and advanced programs in a variety of media. *E*

Plan and coordinate a continuous program of staff development in various aspects of library media center organization and management including those sites without the assigned professional librarian, resource teachers, or library technicians. *E*

Supervise the selection, acquisition, and management of instructional materials for the central audiovisual and elementary library collection located at the Instructional Media Center. *E*

Negotiate with vendors contracts and agreements for video and computer software duplication and licensing; assist in establishing criteria and contracts for library book bid specifications. *E*

Establish specifications for the design and furnishing of new and remodeled library facilities and coordinate with representatives of architectural firms, site, and District staff. *E*

Coordinate the annual centralized magazine and microfiche order for all elementary and secondary schools and child development centers. *E*

Chair regularly scheduled meetings with school librarians, media teachers, library technicians, library aides and volunteers, and representatives of other departments. *E*

Coordinate federally-funded library media projects for public and non-public schools including Reading is Fundamental (RIF) and ECIA, Chapter 2. *E*

Coordinate development of specifications for automated library systems including ordering, cataloging, circulation, and inventory control for library media center materials. *E*

Coordinate the preparation of curriculum guides, buying guides, equipment lists, and other District publications related to library media programs. *E*

Chair committees established to review challenged materials and direct responses as necessary. *E*

Coordinate the development and implementation of monitoring procedures for the effective management of assigned budgets. *E*

Assist in developing policies related to instructional media services and programs; maintain records and prepare reports on media program and services. *E*

Consult with Human Resource Services Division to maintain current testing instruments and viable eligibility lists for site and selected District level library media positions. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in library services and related programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Develop and prepare the annual preliminary budget for School Library Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in library science or related field and two years of experience in school library media services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential authorizing services in K-12.  
Valid Library Services Credential.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of procedural guidelines and the School Library Services of the District.  
Personnel management techniques.

Modern theories and technology of school library programs and services including audiovisual and computer applications.

Criteria and techniques for the evaluation, selection, production, utilization, and management of instructional materials that support classroom instruction.

Elementary and secondary curriculum.

State and District social content criteria and laws governing the selection, duplication, and use of instructional materials in libraries and classrooms.

Library media center facility design requirements.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software

**ABILITY TO:**

Plan, organize and administer a District Library Services and activities for the District.

Train and evaluate the performance of assigned staff.

Provide leadership and direction to school library media programs.

Evaluate and select materials for site libraries that support the District's elementary and secondary curriculum.

Develop technical standards for the purchase of instructional materials.

Design school library media centers.

Organize and chair a variety of standing District committees.

Conduct in-service training for librarians, technicians, and volunteers.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.